# ZOOM HOW-TO
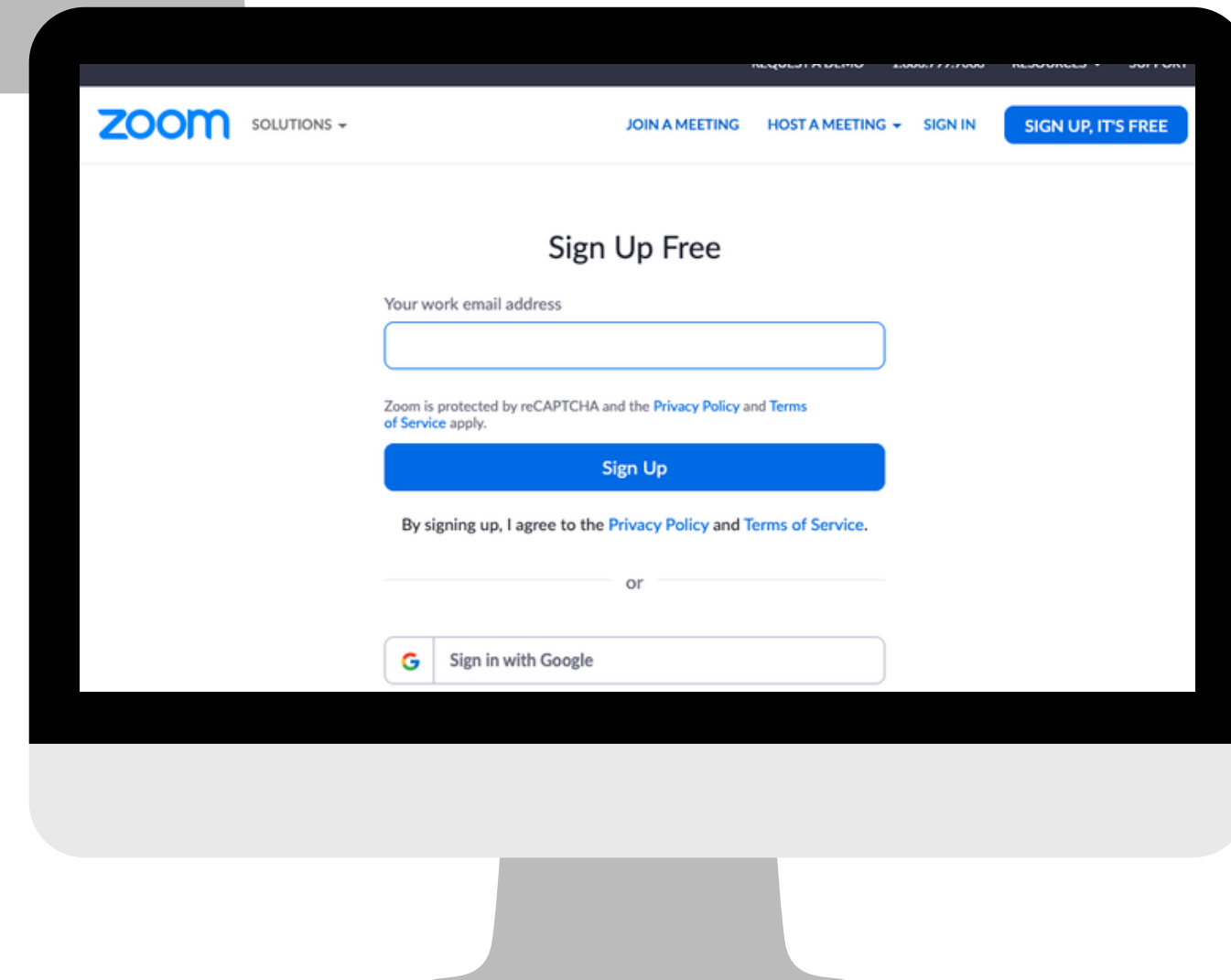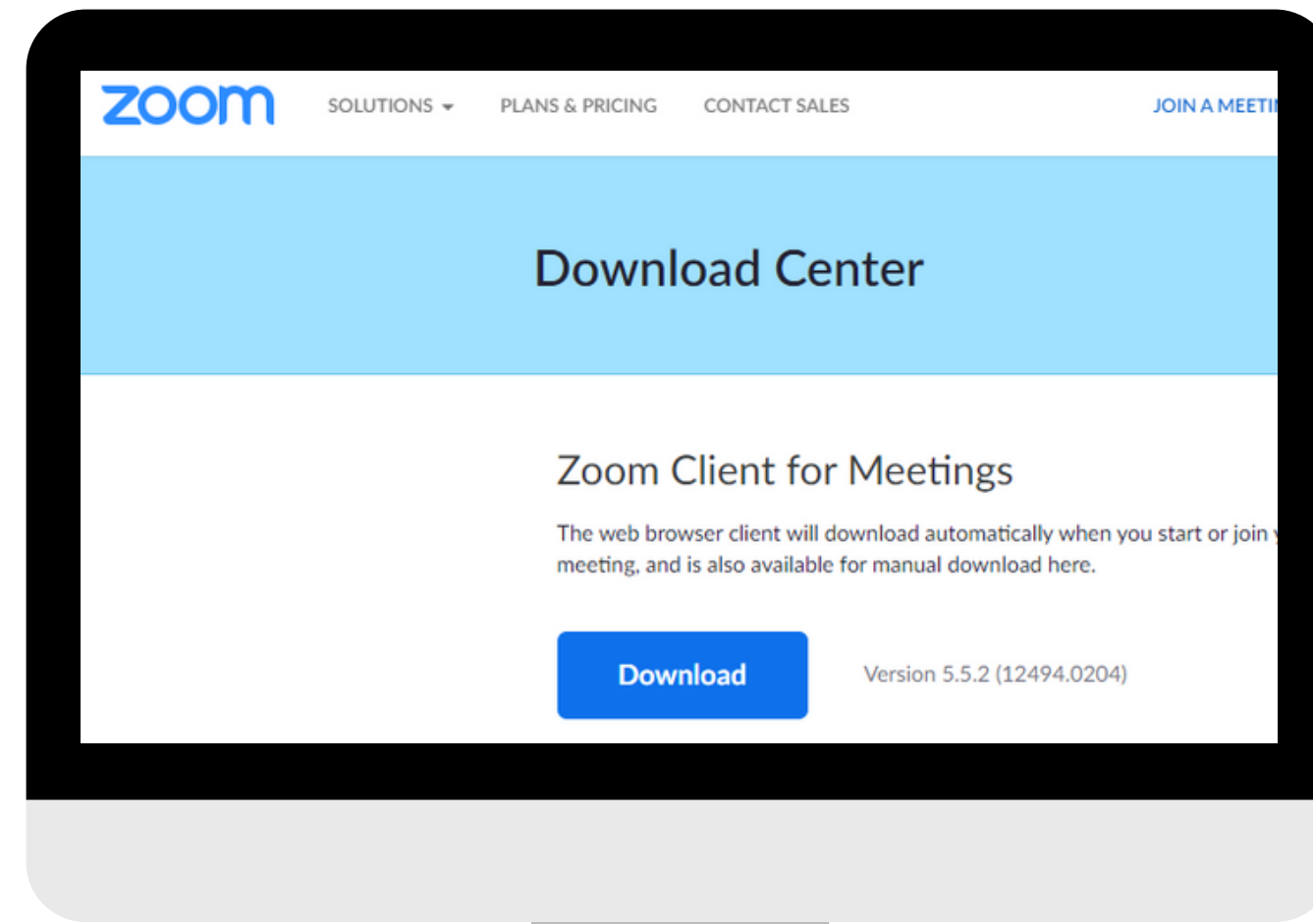
Presented by Neighborhood Engagement Team

# Part 1: Download Zoom

1. Go to www.zoom.us/download
2. Click on the "Download" button under "Zoom Client for Meetings"

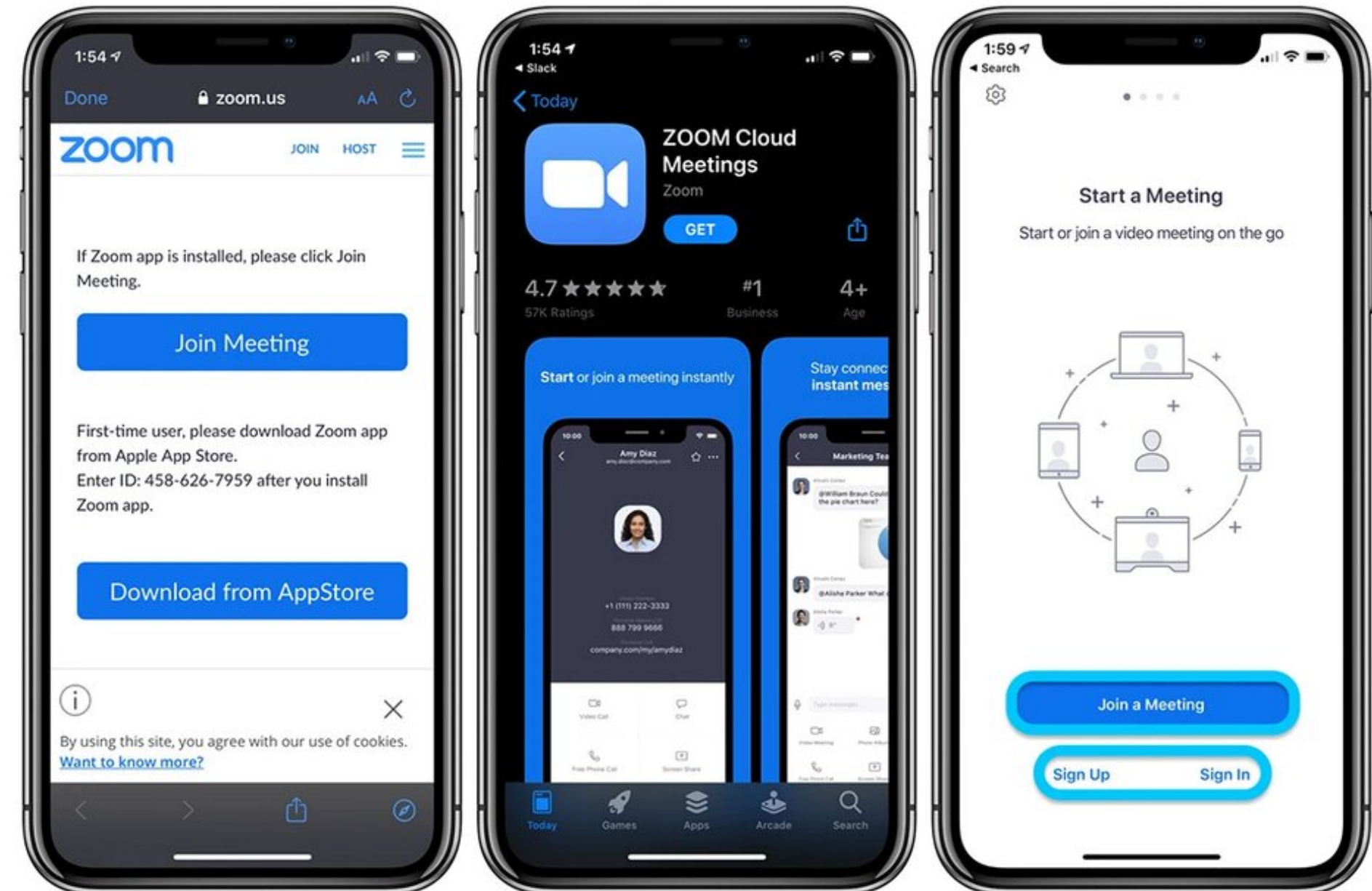*This application will automatically download when you start your first Zoom Meeting
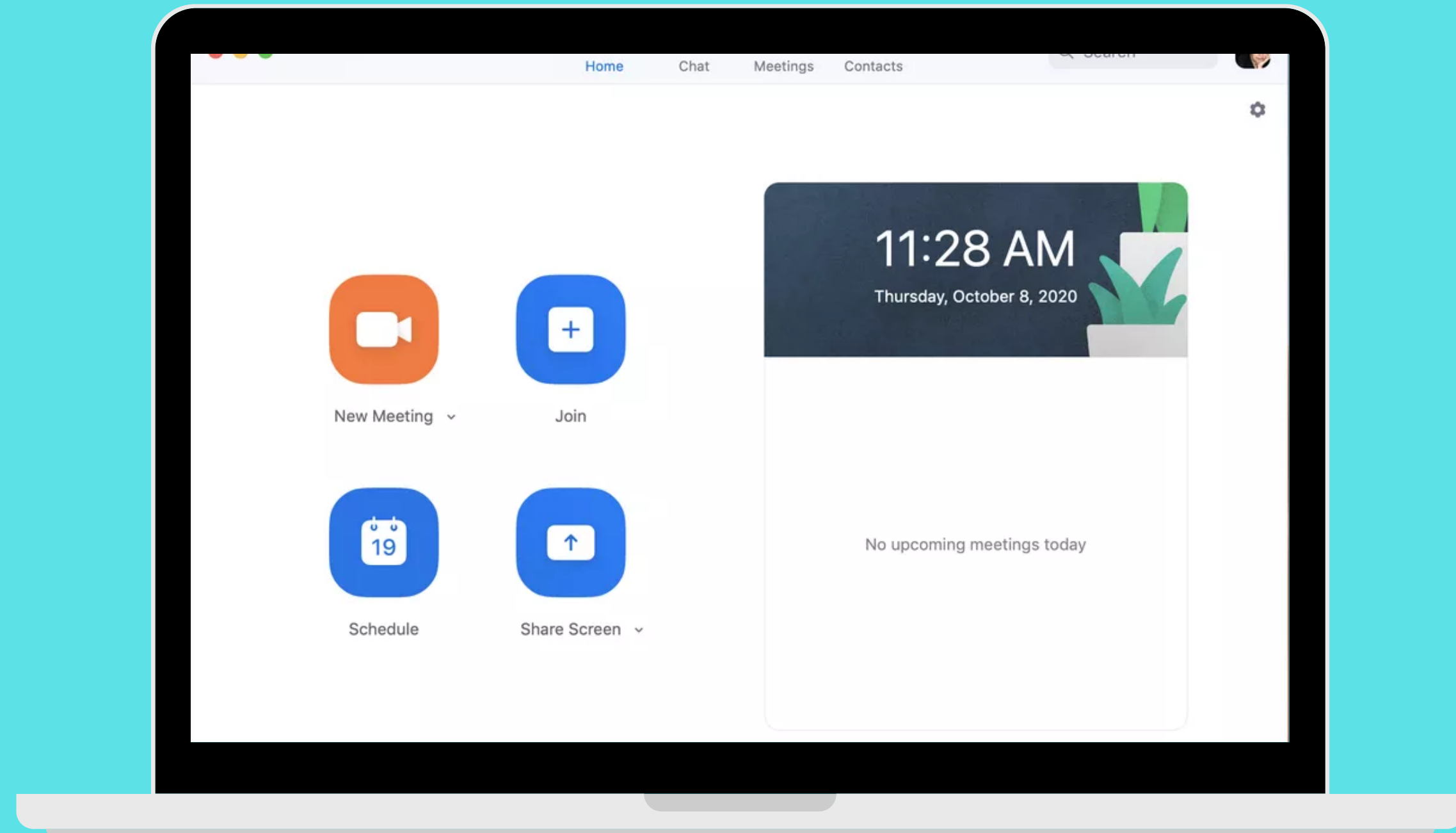
# Part 1: Download Zoom

**Android: Download through Google Play**

**iPhone: Download through App Store**
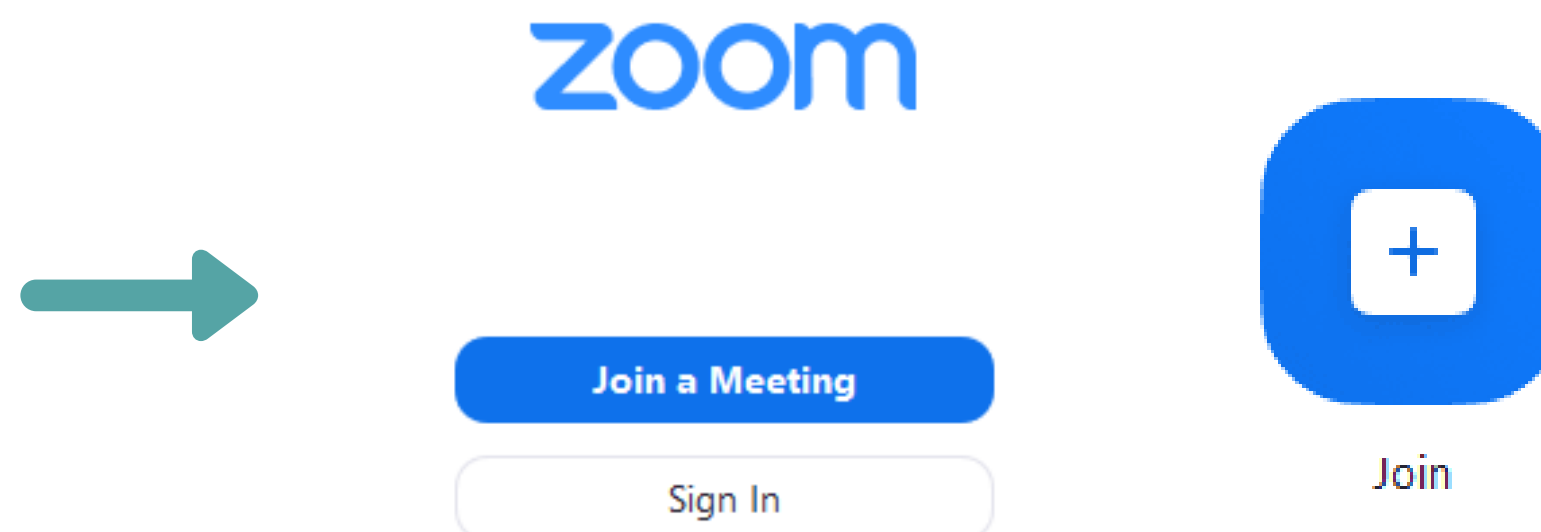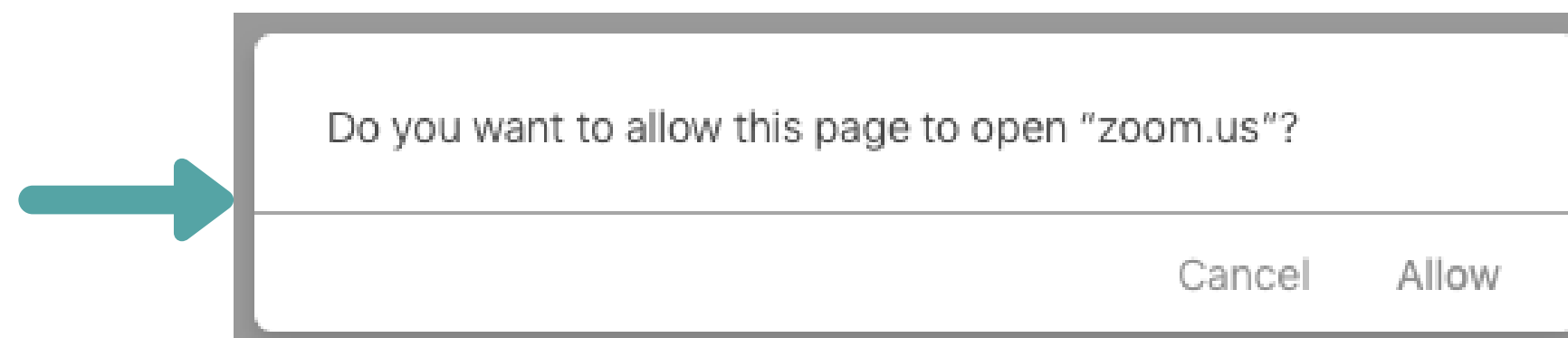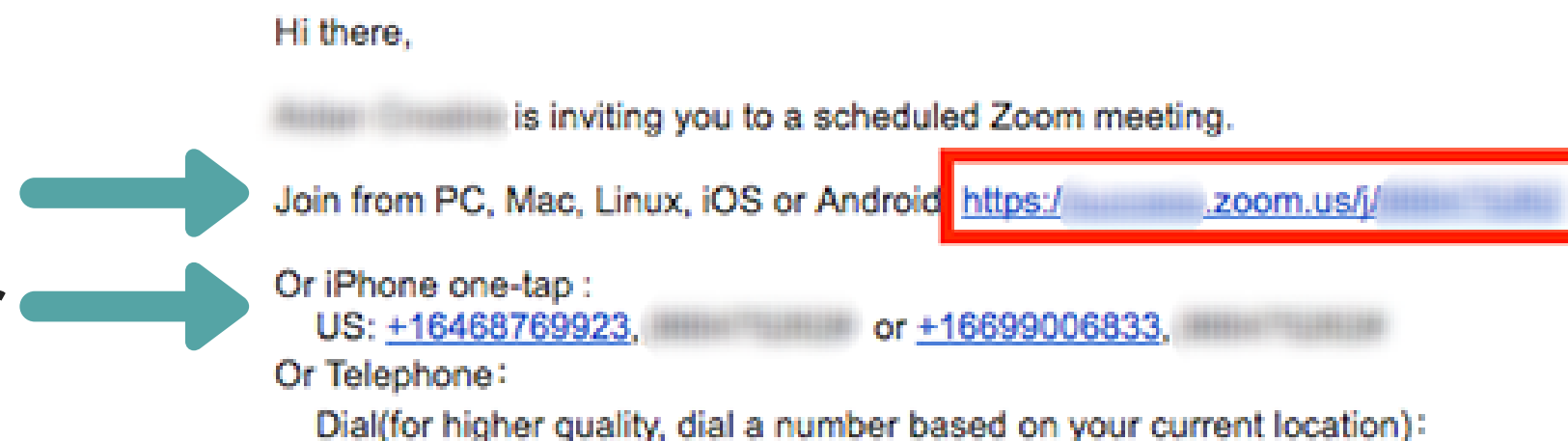
# Part 2: Accessing a Meeting

# 01

**Open Meeting Invite &**
*click the meeting link* **to launch**
**or**
*dial the teleconferencing* **number**
**provided and enter the meeting**
**ID # when prompted using your**
**dial pad.**

**Depending on your web browser**
**you may have to click "Allow" for**
**Zoom to launch**

**If you already have Zoom**
**downloaded, simply "Sign In" &**
**"Join" using the meeting ID from**
**the meeting invitation**

Hi there,

is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: https://____.zoom.us/j/____

Or iPhone one-tap :
    US: +16468769923, ____ or +16699006833, ____
Or Telephone:
    Dial(for higher quality, dial a number based on your current location):

Do you want to allow this page to open "zoom.us"?

Cancel        Allow

zoom

Join a Meeting

Sign In

+

Join

# 02

## Join a Meeting

**Almost there….Enter your name or nickname**

You have the option to not connect to audio or turn off your video….but we recommend keeping these on for association meetings it's always a lot more fun when everyone can see and participate

All that's left is to "Join"

Meeting ID or Personal Link Name

Grant MacLaren

☐ Do not connect to audio

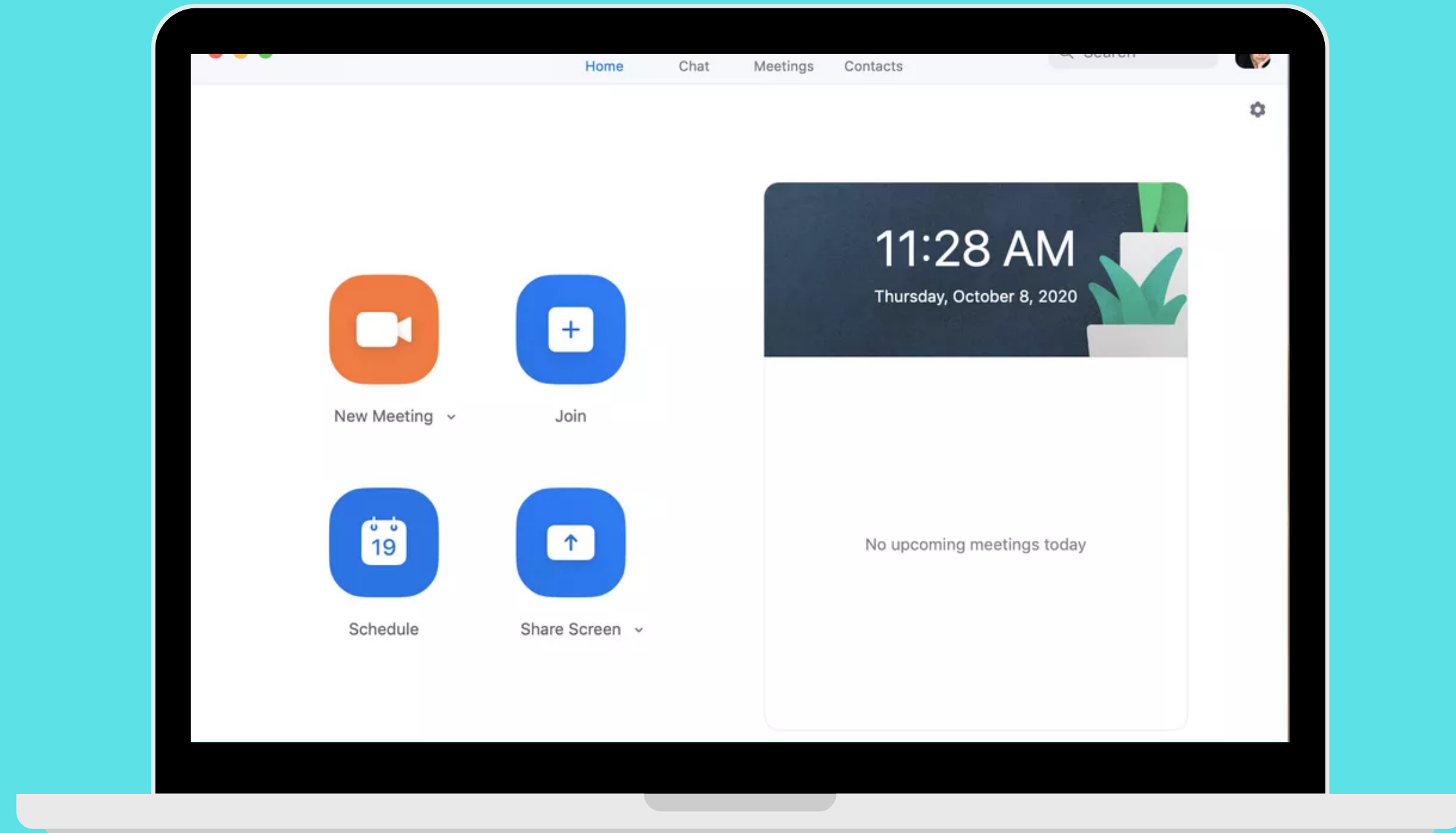☐ Turn off my video
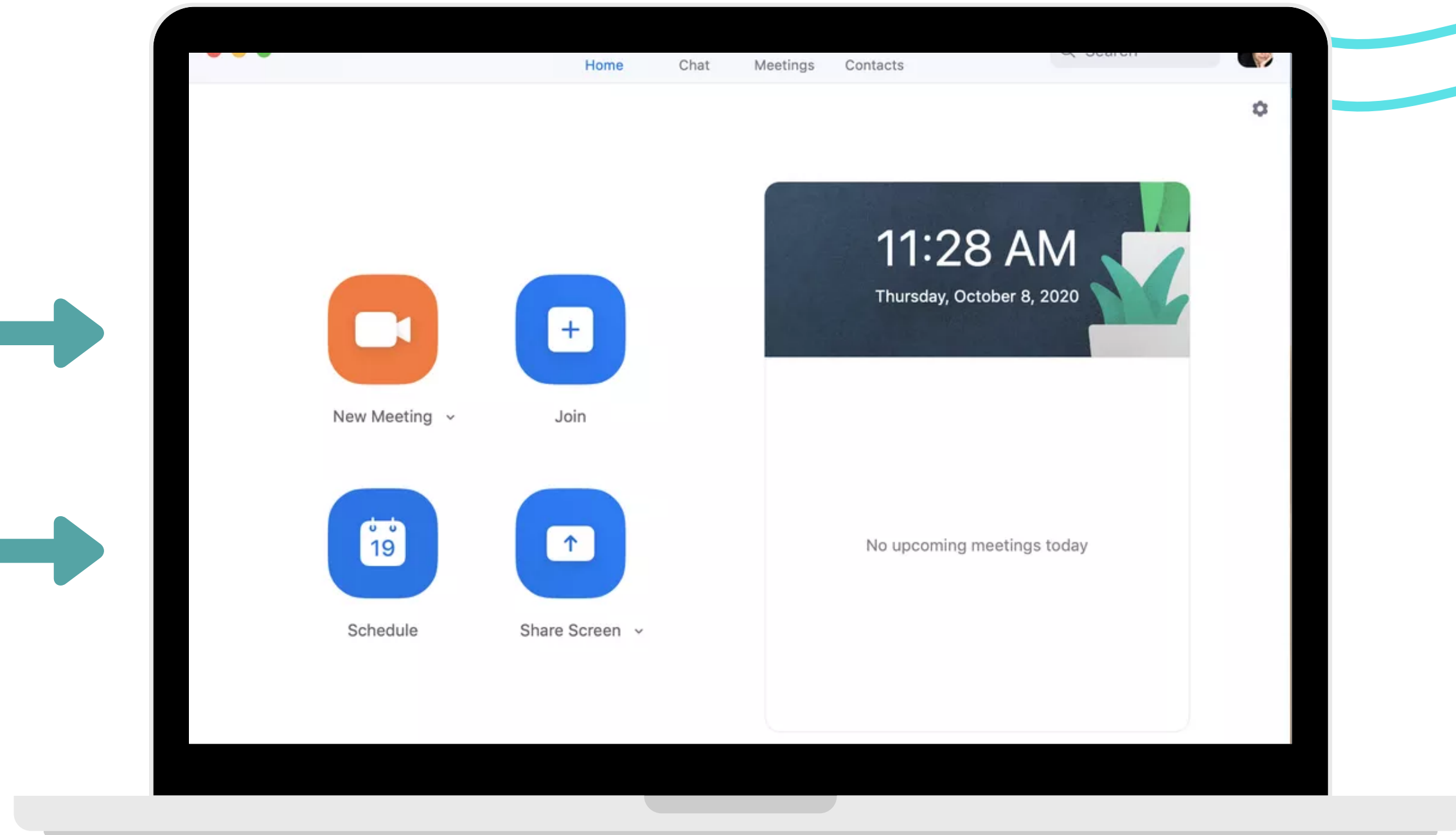
Join    Cancel

# Part 3: Setting Up a Meeting

# 01

## Meet Now or Later

Click the orange "New meeting" button if you want to start a meeting immediately and add "Participants" either by e-mail or sharing your meeting URL link.

Press "Schedule" to fill details for an upcoming meeting. This is the most common option for Neighborhood Association meetings.

# 02

## Schedule a Meeting

## Fill in the following details:

Fill in Meeting Topic:

Date & Time:
*Note you have the option to check "Recurring meeting" so you don't have to go through this step every time

Optional Security measures:
Enter a "Passcode" or check "Waiting Room" to have participants ask permission to enter the meeting

Click "Save" when details are filled in. The meeting will now be visible on the initial Zoom window, under your scheduled meetings on the right side.

### Schedule Meeting

**Topic**

Barbara Krasnoff's Zoom Meeting

**Date & Time**

10/ 8/2020 ⌄    11:30 AM ⌄   to   12:00 PM ⌄    10/ 8/2020 ⌄

☐ Recurring meeting        Time Zone: Eastern Time (US and Canada) ⌄

**Meeting ID**

◉ Generate Automatically        ◯ Personal Meeting ID 856 676 7881

**Security**

☑ Passcode   [Enter Passcode]              ☑ Waiting Room

**Video**

Host  ◯ On  ◉ Off        Participants  ◯ On  ◉ Off

**Calendar**

◉ iCal        ◯ Google Calendar        ◯ Other Calendars

**Advanced Options** ⌄

Cancel        Save

# 03

## Invite Your Neighbors

Starting from your Meeting tab:

Select "Copy Invitation" then you can drop it into an e-mail or text message.
Invitation will include Zoom meeting's:
- Direct link to "Join"
- URL/ID
- Phone dial-in information

## When it's time to begin click "Start" to begin

Tip: Join meeting 10-15 min prior to scheduled start time to set up any content and allow time to troubleshoot any technical difficulties.
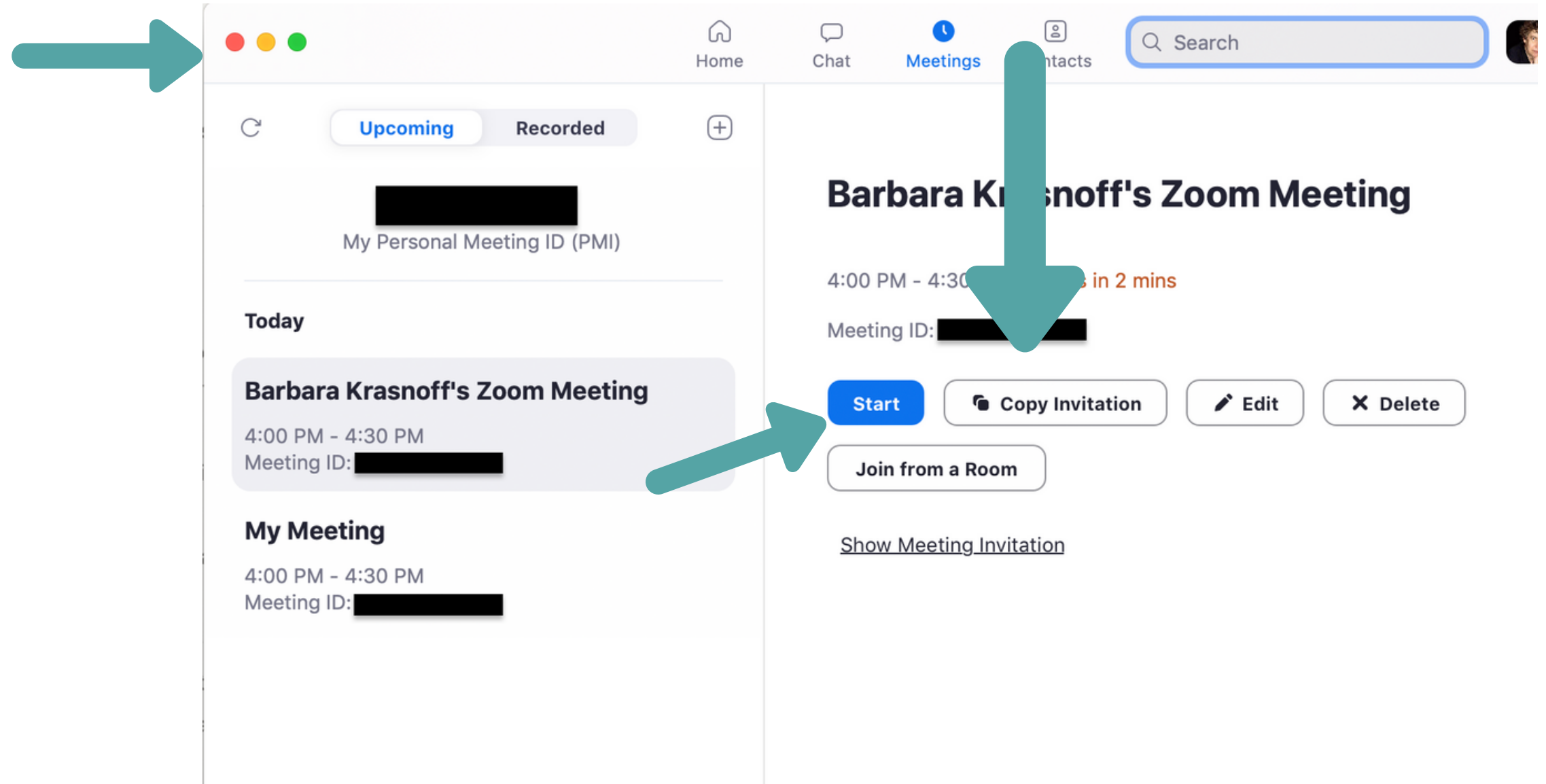
# Familiarize yourself with the following Meeting Controls

04

Start or stop the room's video camera

Mute or unmute the room's microphone

Share content from your laptop or mobile device
*Advanced Sharing options allow you to select multiple participants to have the ability to share content (ex. presenters, board members sharing a presentation)

Toggle between "Gallery", "Thumbnail", and "Active Speaker" View

Manage participant settings such as "unmute themselves" or "share screen"

When there are unread chat messages, a red dot will display on the chat icon

Press "Record" if you want to refer to the meeting later or share with those not able to attend.

App Store 12:43 PM Tue Jul 9    6%

Meeting ID

Mute

Start Video

Share Content or Camera

Change View

Switch Camera

Camera Control

Participants
2

Invite

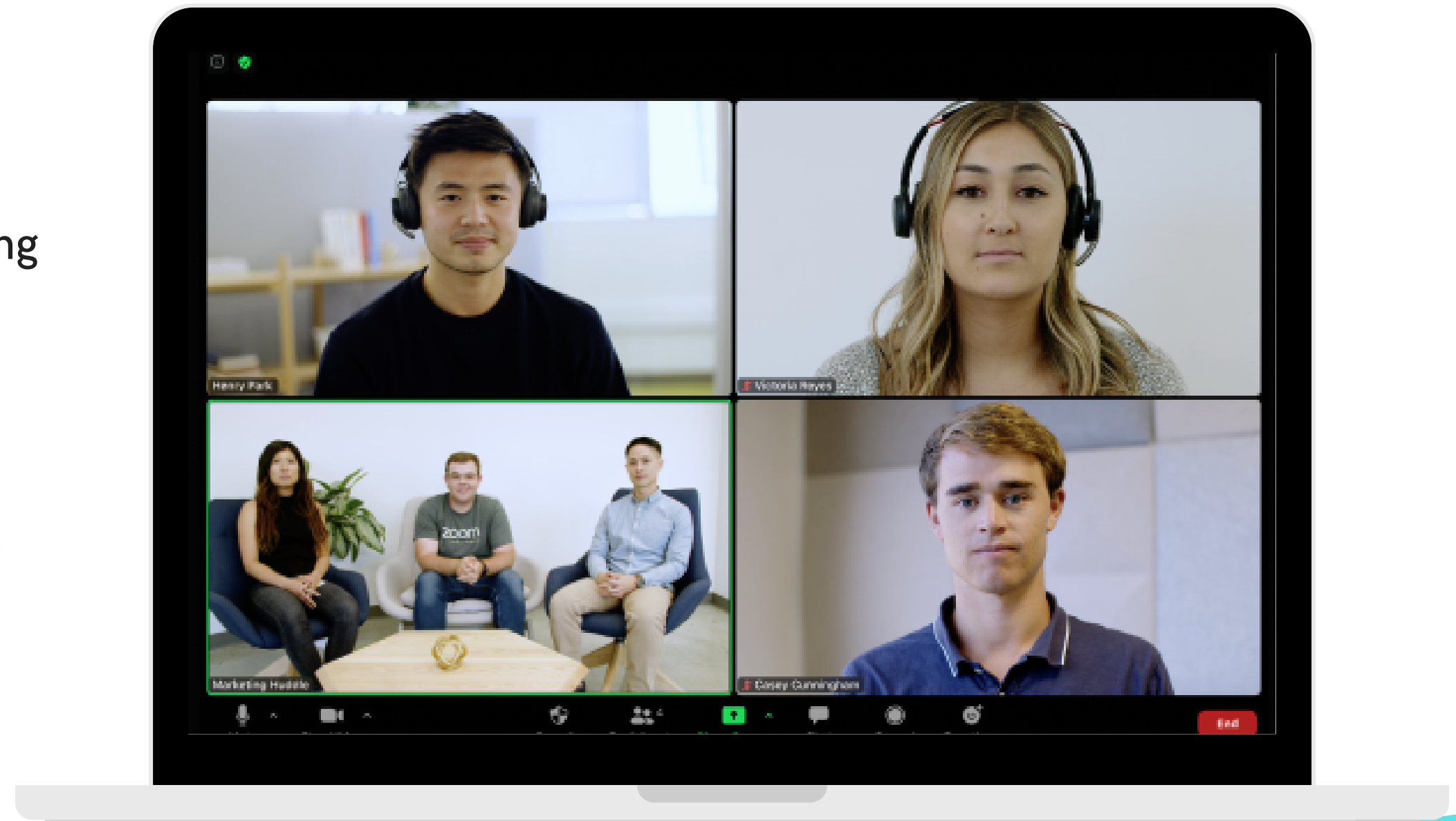Start Recording

Chat

Leave

Molly's Test Room

# 05

## Host Meeting!

Set up a test meeting with a small group ahead of your planned meeting to troubleshoot and familiarize yourself with the host capabilities. Zoom is FREE:
- Host up to 100 participants
- Group meeting for up to 40 min
- Unlimited one-on-one meetings

# QUESTIONS?

e-mail: neighborhoods@sanantonio.gov

www.sanantonio.gov/NHSD/Neighborhoods

Images by Cisco Zoom Help Center and The Verge